

**TRANSACTION FORMS AND FIELD  
DESCRIPTIONS**

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# UPPS 5-W Employee Information (Revised 4-89)

This form contains transactions  
200 Employee Identification  
201 Organizational Information  
205 Employee Address  
235 Job Description

▲ Change Indicator

COMPANY NO		EMPLOYEE NO		TCD		EMPLOYEE NAME (For Reference)	
5 6				13 16			
						X	

ENTER 'N' IF NEW EMPLOYEE

TRANS NO		EMPLOYEE NAME		SOCIAL SECURITY NUMBER		PT		PR WORK LOCALITY	
		FIRST	LAST					STATE/LOCAL	
200		24 25 26	37 38 39	35 36 37	66 67 68	69 70	71	72	73

TRANS NO		DIVISION		BRANCH		SECTION		UNIT		P. O. BOX	
										APARTMENT OR SUITE NO.	
201		24 25	27 28	29 30	31 32	33 34	35 36	37 38	39 40	52	

TRANS NO		STREET ADDRESS		CITY		STATE		ZIP CODE		ZIP CODE EXTENSION	
205		24 25	44 45 46	58 59 60	61 62	63 64	65 66	67 68	69 70	71 72	73 74 75

TRANS NO		JOB CLASS CODE		TITLE ABBREVIATION		SAL GRADE	
235		39 40	43 44 45	67 68 69		70	

## 200 TRANSACTION--EMPLOYEE IDENTIFICATION

Columns 1-5 always contain company number. Columns 6-15 always contain employee number. Column 16 always contains the employee's check digit or an "X". *(This information could be entered on-line via POPY Screens A & C.)*

1. (COLUMN 24). Enter an "N" if you are establishing a New Employee for the first time.
- POPY A 2. (COLUMNS 26-37). Enter the Employee's FIRST NAME here. If the name is longer than 12 characters, enter the first 12 characters only. The name should be printed exactly as it appears, including hyphenation or spaces. (Left justified).
- POPY A 3. (COLUMN 38). If the employee uses a MIDDLE INITIAL, enter it here. If more than one such initial is used, enter only the first. If no middle initial is used, leave the space blank.
- POPY A 4. (COLUMNS 39-55). Enter the employee's LAST NAME here. If it exceeds 17 characters, use only the first 17. Print the name exactly as it appears including any hyphenation, punctuation or spaces. (Left justified).
- POPY A 5. (COLUMNS 57-66). Enter the employee's 9-digit (without hyphens) SOCIAL SECURITY NUMBER here. (There is a zero keyed as the first digit.)
- POPY A 6. (COLUMN 68). Enter the employee's PAY TYPE in this field. Pay Type refers to the way an employee will be paid. In the Payroll System, "1" indicates an hourly employee, "2" indicates a salaried employee (as follows):
 

1--Hourly (Rate on Transaction 210)    2--Salaried (Amount on Transaction 210)
- POPY C 7. (COLUMNS 70-73). Enter the code for the state and the local code in which the employee works. You can find these codes by referring to the State and Local Codes Appendix. This will be established as the employee's PRIMARY WORK LOCALITY. If no local code applies, enter 00 in COLUMNS 72-73.

## 201 TRANSACTION--ORGANIZATIONAL INFORMATION

*(This information could be entered on-line via POPY Screen A.)*

- POPY A 1. (COLUMNS 25-27). Enter the appropriate DIVISION number. If not entered, '000' will be used.
- POPY A 2. (COLUMNS 29-31). Enter the appropriate BRANCH number. If not entered, '000' will be used.
- POPY A 3. (COLUMNS 33-35). Enter the appropriate SECTION number. If not entered, '000' will be used.
- POPY A 4. (COLUMNS 37-38). Enter the appropriate UNIT number. If not entered, '00' will be used.
- POPY A 5. (COLUMNS 43-52). Enter the employee's BOX or APARTMENT NUMBER (if applicable).

**205 TRANSACTION--EMPLOYEE ADDRESS**

*(This information could be entered on-line via POPY Screen A.)*

- POPY A 1. (COLUMNS 25-44). Enter the employee's STREET ADDRESS here. Note that there are only 20 spaces allocated, so use sensible contractions and abbreviations which allow you to fit the address into this space. Begin in Column 25.
- POPY A 2. (COLUMNS 46-58). Enter the name of the CITY in which the employee lives. Begin in Column 46.
- POPY A 3. (COLUMNS 60-61). Enter the standard two-letter abbreviation of the STATE in which the employee lives.
- POPY A 4. (COLUMNS 68-72). Enter the employee's ZIP CODE.
- POPY A 5. (COLUMNS 74-78). Enter the employee's ZIP CODE EXTENSION.

**235 TRANSACTION--JOB DESCRIPTION**

*(This information could be entered on-line via POPY Screen A.)*

- POPY A 1. (COLUMNS 40-43). Enter the four character JOB CLASS CODE.
- POPY A 2. (COLUMNS 48-67). Enter the TITLE or abbreviated title of the employee, left justified.
- POPY A 3. (COLUMNS 69-70). Enter the two character code which is used to signify the employee's PAY GRADE.

ge 8.4

**210 TRANSACTION--PAY AND FIT TAX INFORMATION**

*(This information could be entered on-line via POPY Screens A & C.)*

- POPY A** 1. (COLUMNS 25-33). If the employee is paid an hourly rate instead of a salary, his **HOURLY RATE** should be entered here. This rate should be entered with six decimal places. (All positions to the right of the first number entered must be filled.)
- POPY A** 2. (COLUMNS 25-33). If the employee is a salaried employee, enter his **SALARY** per pay period. The salary should be entered with two decimal places. (All positions to the right of the first number entered must be filled.)
- POPY A** 3. (COLUMNS 35-36). Enter the code for the employee's pay **FREQUENCY**, (how often he will be paid). The following codes are valid: 89--Semi-monthly, 70--Semi-monthly Non P-1 personnel
- If you do not enter anything in this field, the system will assume the employee to be weekly.
4. (COLUMNS 38-42). Enter 86.67 for semi-monthly **STANDARD HOURS**.
- POPY A** 5. (COLUMN 44). Enter **TIMECARD STATUS** to specify whether or not an employee must have a pay transaction entered for him before he will be paid.
- 0--Pay Transaction Required (time card required)  
1--No Pay Transaction Required (no time card required).
- POPY C** 6. (COLUMN 46). Enter the employee's **FEDERAL INCOME STATUS**. The code most often used is "4--calculate based on number of exemptions". The status codes are defined below. The employee's FIT Status is used to indicate the method which should be used in calculating the employee's Federal Income Tax.

**FEDERAL INCOME STATUS**--Indicates the method to be used in the calculation of federal income tax withholding for this employee. This field may assume one of the following values:

- 2=Exempt (Wages will be reported on the W-2, but no tax will be withheld on regular wages).
- 4=Calculate Based on Number of Exemptions,
- 6=Calculate Based on Number of Exemptions Plus Additional Amount
- 7=Calculate Based on Single or Head of Household Plus EIC (W-5)
- 8=Calculate Based on Number of Exemptions Plus Employee & Spouse EIC (W-5)
- 9=Calculated Based on Married without Spouse Filing EIC (W-5)

When codes 4, 6, 7, 8, and 9 are entered, the FIT Number of Exemptions field will be used.

If this field is not entered, a value of 4 will be assumed, causing federal income taxes to be calculated based on the method in the tax routine.

## 8.B.

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*POPY C* 7. (COLUMN 48). Enter the employee's MARITAL STATUS which he chooses for Federal Income Tax purposes. 1—Single or 2—Married.

*POPY C* 8. (COLUMNS 50-53). Enter number of FIT EXEMPTIONS

If FIT Field contains a "2" (exempt), do not enter anything in COLUMNS 50-53.

*POPY C* 9. (COLUMNS 55-59). If the FIT status is CALCULATE PLUS AMOUNT, enter the FIT EXTRA AMOUNT in this field. An extra amount is expressed as a whole dollar figure, no decimal places. Example: \$10.00 would be keyed as 10 and \$1,000.00 as 1000.

*POPY C* 13. (COLUMN 61). This field controls the withholding of Social Security and Medicare tax. The following codes may be entered in this FICA STATUS field:

- 1--This employee is **exempt** from Social Security and Medicare tax
- 2--Calculate Medicare tax only for this employee
- 4--Calculate Social Security & Medicare tax for this employee

**215 TRANSACTION--STATE AND LOCAL INFORMATION**

THIS TRANSACTION IS REQUIRED IF STATE STATUS CODES ARE DIFFERENT FROM FEDERAL STATUS CODES ENTERED ON TRANSACTION 210. IT IS ALSO REQUIRED TO ESTABLISH ADDITIONAL WORK LOCATIONS. *(This information could be entered on-line via POPY Screen C and viewed on Screen E.)*

If this transaction is not entered, it will automatically be generated, and the status values established on Transaction 210 will be assumed.

1. (COLUMNS 21-23). Leave this field blank.
2. (COLUMNS 24-25). TAX UNIT Number should be entered as "00".
3. (COLUMNS 26-29). Enter the appropriate code for the state and the city where the employee works. (See State and Local Codes Appendix.)
4. (COLUMN 35). Enter the MARITAL STATUS which the employee selects for STATE INCOME TAX PURPOSES ONLY. These are the choices: 1--Single, 2--Married.

*POPY C 5.* (COLUMN 37). Enter the STATE INCOME TAX (SIT) status the employee selects. Refer below for this purpose:

**STATE INCOME TAX STATUS.** Contains a code used to specify the tax treatment for state income tax. This field may assume the following values:

2=Exempt (Only for use with non-residents of reciprocal States -- must complete Certificate of Non-residence OR employees who qualify for exemption and provide a completed Form K-4E).

4=Calculate Based on Number of Exemptions,

6=Calculate Based on Number of Exemptions Plus Additional Amount

6. (COLUMNS 39-43). If the employee is SIT STATUS NO. 2 or 4 enter the appropriate information just as you did for the Federal Tax on Transaction 210.
7. (COLUMNS 45-49). If the employee is SIT STATUS NO. 6 enter the additional amount here, just as you did for additional Federal Income Tax.

*POPY C 8.* (COLUMN 51). Enter the LOCAL STATUS of the employee. The following values are valid:

1--Exempt from local taxes (18-00)

4--Calculate

**220 TRANSACTION--OVERTIME AND SHIFT INFORMATION**

*(This information could be entered on-line via POPY Screen B.)*

*POPY B* 1. (COLUMN 25). The OVERTIME STATUS field defines how overtime is to be calculated. Acceptable entries at this time are:

1--No 1.5 Overtime.



- 2--Elected 1.5 Comp time.  
3--Elected 1.5 Overtime pay.

*POPY B* 2. (COLUMN 27). The OVERTIME TYPE field tells if a RATE or PERCENT is entered in the next two fields.

Salary Employees: "OT 1 RATE/FACTOR" and "OT 2 RATE/FACTOR" fields are DOLLAR AMOUNTS, enter a '1'.

Hourly Employees: "OT 1 RATE/FACTOR" and "OT 2 RATE/FACTOR" fields are FACTORS or PERCENTS (like time-and-a-half), enter a '3'.

*POPY B* 3. (COLUMNS 29-33). Employee's STANDARD HOURLY RATE (regular time).

Salary Employees: Enter the three-decimal place hourly rate for this employee, right justified. This may be computed by dividing semi-monthly salary by 81 (rounded-example  $11.6745=11.675$ ;  $11.6744=11.676$ ).

Hourly Employees: Enter a three-decimal place factor of 1 (entered as 1000).

4. (COLUMNS 35-39). To be entered as follows:

Salary Employees: Enter the three-decimal place hourly rate, right justified, that corresponds to time-and-a-half for this employee (hourly rate times 1.5).

Hourly Employees: Enter a three-decimal place factor of  $1\frac{1}{2}$  (entered as 1500).

*POPY B* 5. (COLUMN 41). If this employee does not receive Shift Differential, enter a '1' in SHIFT DIFFERENTIAL CODE and skip the rest of the fields on this transaction. Enter one of the following numbers relating to the shift he works:

- 1--First Shift only 3--Third Shift only  
2--Second Shift only 4--No Permanent Shift

*POPY B* 6. (COLUMN 43). Enter a '9' if Column 41 does not contain a '1'.

*POPY B* 7. (COLUMN 45). Specifies SHIFT DIFFERENTIAL as a RATE and indicates whether or not shift pay is to be allowed on overtime. The following codes are valid:

- 1--Dollar amount on regular hours.  
4--Dollar amount on regular and overtime hours.

*POPY B* 8. (COLUMNS 47-51). Enter a two-decimal place rate to be paid as Shift 2 Differential, right justified.

*POPY B* 9. (COLUMNS 53-57). Enter a two-decimal place rate to be paid as Shift 3 Differential, right justified.

### 230 TRANSACTION--EMPLOYMENT INFORMATION

*(This information could be entered on-line via POPY Screen A.)*

*POPY A* 1. (COLUMN 25). Enter the EMPLOYMENT STATUS here. His Employment Status means his standing for payment or non-payment.

1--ACTIVE	He will be paid.
2--ON LEAVE	He will be paid if the payment is dated prior to his leave date.
3--TERMINATED	He will be paid if the payment is dated prior to his termination date.

*POPY A* 2. (COLUMN 27). Enter the SEX of the employee: M--Male; F--Female.

*POPY A* 3. (COLUMNS 29-34). Enter the DATE the employee was HIRED (month, day, year).

*POPY A* 4. (COLUMNS 36-41). Enter the employee's DATE OF BIRTH (month, day, year).

*POPY A* 5. (COLUMNS 43-48). Enter the DATE the employee was TERMINATED (month, day, year).

*POPY A* 6. (COLUMNS 50-51). Enter the appropriate TERMINATION CODE.

01--Death	04--Resignation
02--Dismissed	05--Retirement
03--Layoff	06--Transfer Out

*POPY A* 7. (COLUMNS 53-58). Enter the employee's RETIREMENT DATE here (month, day, year).

COMPANY NO	EMPLOYEE NO	TCD	EMPLOYEE NAME (For Reference)
1	36	1516	
		X	

**This form contains transactions**  
**260 Labor Distribution**  
**290 Expanded Labor Distribution**

[illegible]

TRANS NO.	CODE	▲	SUB-OBJECT	▲	PERCENT
17 19	24 25	41	42 43	60	61
290	01				

TRANS NO.	CODE	▲	ACTIVITY	▲	PERCENT
17 19	24 25	41	42 45	60	63
290	02				

TRANS NO.	CODE	▲	FUNCTION	▲	PERCENT
17 19	24 25	41	42 45	60	63
290	03				

TRANS NO.	CODE	PROJECT	PERCENT
17 19	24 25	41 42	60 61
290	04		

TRANS NO.	CODE	▲	TERMINI	▲	PERCENT
17 19	24 25	41	42	48	60
290	05				61
					63

TRANS NO.	CODE	▲	REPORTING CAT	▲	PERCENT
17 19	24 25	41	42	45	60
290	06				61
					63

TRANS NO.	CODE	▲	SUB-ORG	▲	PERCENT
7 19	24 25	41	42 43	60	61 63
290	37				

**260 TRANSACTION--MARS CODE**

- POPY P** 1. (COLUMNS 25-38). Enter the MARS CODE associated with employee's normal pay. Enter the number in the left-most positions. This field is required. *(This information could be entered on-line via POPY Screen P.)*

Columns 25-28 must contain the organization from which employee is paid.  
Columns 29-32 must contain the primary budget unit.  
Columns 33-36 must contain the fund.

2. (COLUMNS 44-46). Used only by CFC/CHS.
3. (COLUMNS 48-57). Enter the employee's HOME TELEPHONE NUMBER (all numeric characters; no alphabetic characters are to be entered).

**290 TRANSACTION--EXPANDED MARS CODE**

The 290 Transaction is used to enter the various Grant Accounting data elements stored in the master record. If data entered in any of the 290's needs to be blanked (or erased), put an "X" in Column 41 and \$'s in the data field that follows. For example, if an employee has a function in his master, and should not have one at all, you would enter an X in Column 41 and \$'s in Column 42-45 of the 290(03) Transaction. Do not enter blanks (or leave the field blank). You must enter the \$'s to remove the data. *(This information could be entered on-line via POPY Screen P.)*

- 290 (01) 1. (COLUMN 41). Enter an X.
2. (COLUMNS 42-43). Enter the two character SUB-OBJECT.
- 290 (02) 1. (COLUMN 41). Enter an X.
2. (COLUMNS 42-45). Enter the four character ACTIVITY.
- 290 (03) 1. (COLUMN 41). Enter an X.
2. (COLUMNS 42-45). Enter the four character FUNCTION.
- 290 (04) 1. (COLUMN 41). Enter an X.
2. (COLUMNS 42-49). Enter the eight character PROJECT.

## 8.C.

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- 290 (05)
1. (COLUMN 41). Enter an X.
  2. (COLUMNS 42-48). Enter the seven character TERMINI
- 290 (06)
1. (COLUMN 41). Enter an X.
  2. (COLUMNS 42-45). Enter the four character REPORTING CATEGORY.
- 290 (07)
1. (COLUMN 41). Enter an X.
  2. (COLUMNS 42-43). Enter the two character SUB-ORGANIZATION

# UPPS 7-W Employee Information (Revised 06-01-99)

This form contains transactions  
260 Labor Distribution  
265 Personnel Status Flag  
270 Employee Pay Constants  
285 Alphanumeric Pay Constants

▲ Change Indicator

COMPANY NO.	EMPLOYEE NO.	TCD	EMPLOYEE NAME (For Reference)
3 6	15 16	X	

TRANS NO.	ORG	PBU	FUND	LABOR CD	AREA CODE	HOME TELEPHONE NUMBER
17 19	24 25	28 29	32 33	36 43 44	46 47 48	57
260						

①

TRANS NO.	MISCELLANEOUS CODES
17 19	24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63
265	

②

TRANS NO.	ELSA CODE	EEO RACE CODE
17 19	0-Non-Exempt 1-Exempt	0-White 1-Black 2-Hispanic 3-Asian 4-American Indian 5-Other
265		

TRANS NO.	POSITION SERIAL	ACRL SWITCH	WORK COUNTY	BENEFIT CODE	NUMERIC EMPLOYEE PAY CONSTANTS
17 19	24 25	31 32 33	39 40 41	47 48 49	53 56 57
270					

TRANS NO.	CHK DIST #	ONE	FOR AGENCY USE	THREE	UNEMPLO. INS. ACC #	INDUSTRY CODE
17 19	24 25	32 33 34	41 42 43	50 51 52	59 60 61	68
285						

**265 TRANSACTION--PERSONNEL STATUS FLAGS**

*(This information could be entered on-line via POPY Screen D.)*

<b>POPYD Flag A (COLUMN 25)</b>	<b>Employment Type:</b> F=Full-time L=Part-time (Less than 100 Hours) I=Interim
<b>POPYD Flag B (COLUMN 27)</b>	<b>Employee Status:</b> A--Initial Probation B--Status J--Probation Due to Promotion K--Detail to Special Duty L--Non-Merit Serving 6 month period M--Non-Merit Permanent Q--Interim
<b>POPYD Flag C (COLUMN 29)</b>	<b>Position Merit Status:</b> 1=Covered 2=Not Covered
<b>POPYD Flag D (COLUMN 31)</b>	<b>Hours Per Work-Week:</b> 1=37.5 Hours 2=40 Hours
<b>POPYD Flag E (COLUMN 33)</b>	<b>Special pay (to identify pay rates other than hourly or salaried):</b> P=Per Diem
<b>POPYD Flag F (COLUMN 35)</b>	<b>Enter whether or not an employee is eligible for Unemployment Insurance.</b> 1=Eligible 2=Not Eligible
<b>POPYD Flag H (COLUMN 39)</b>	<b>Enter whether or not the employee is considered EXEMPT under the Fair Labor Standards Act, on this basis:</b> 0=Non-Exempt (Time-and-a-half=Covered) 1=Exempt
<b>POPYD Flag I (COLUMN 41)</b>	<b>Enter the ETHNIC information on the employee according to the following EEOC classification:</b> 0=White 1=Black 2=Hispanic 3=Asian American 4=American Indian 5=Other

- Flag K (COLUMN 45) Enter the JOB CATEGORY CODE to identify an employee's job. Enter one of the following:  
0=Not classified  
1=Officials and Managers  
2=Professionals  
3=Technicians  
5=Office and Clerical Worker  
6=Skilled Craftsmen  
9=Protective Service Worker  
A=Service Maintenance (EEO-4 Report Only)  
B=Paraprofessionals (EEO-4 Report Only)
- POPYD* Flag L (COLUMN 47) Enter the 24 Check Indicator (For Workforce Development Cabinet use only):  
0=All Others  
1=24 pay/10.5 month  
2=21 pay/10.5 month
- Flag M (COLUMN 49) Work days per week. This field is used in calculating automatic pays. If entered, enter a '5'.
- Flag N (COLUMN 51) Starting work day of week. This field is used in calculating automatic pays. If entered, enter a '2' (Monday).
- Flag P (COLUMN 55) Enter one of the following to show whether or not a pensioner is a DISABILITY RETIREE:  
0=Not Disability Retiree  
1=Is Disability Retiree
- POPYD* Flag Q (COLUMN 57) Enter one of the following to indicate the REASON for an employee's SALARY CHANGE:  
1=Promotion Increase  
2=Merit Increase  
3=Termination  
4=New Hire  
5=Transferred Within the Agency  
6=Retirement  
7=Leave of Absence  
8=Deceased  
9=Demotion
- Flag R (COLUMN 59) Enter the employee's MARITAL STATUS FOR BENEFIT PURPOSES as one of the following:  
1=Single  
2=Married  
3=Separated  
4=Divorced  
5=Widowed



Flag S (COLUMN 61) Enter one of the following codes:

- 1 = Employee donated sick leave
- 2 = Employee received sick leave
- 3 = Employee received and donated sick leave
- 4 = Employee donated annual leave
- 5 = Employee received annual leave
- 6 = Employee donated and received annual leave
- 7 = Employee donated sick and annual leave
- 8 = Employee received sick and annual leave
- 9 = Employee received and donated both sick and annual leave

Flag T (COLUMN 63) Identifies employees with a PENSION PLAN (for use on W-2). Enter one of the following:

- 0=No Plan
- 1=State Retirement Plan

### 270 TRANSACTION--EMPLOYEE PAY CONSTANTS

*(This information could be entered on-line via POPY Screen D.)*

- POPY D 1. (COLUMNS 25-31). Enter the POSITION SERIAL NUMBER, right justified, as a two-decimal place number.
- POPY D 2. (COLUMNS 33-39). Enter the hours paid for the month, as a two-decimal place number.
- POPY D 3. (COLUMNS 41-47). Enter the WORK COUNTY, right justified. The value will be entered as a two-decimal place number. Example: County 37=3700
- POPY D 4. (COLUMNS 49-55). Enter the BENEFIT CODE which indicates the employee's eligibility for accruing leave. Enter as a two decimal place number, right justified. See table for eligibility code.

VACATION	X	X	X	X	-	-	-	-
SICK	X	X	-	-	X	X	-	-
COMPENSATORY	X	-	X	-	X	-	X	-
CODE	1	2	3	4	5	6	7	8

NOTE: 'X' indicates eligible for benefit  
'-' indicates not eligible for benefit

### 285 TRANSACTION--EMPLOYEE PAY CONSTANTS

*(This information could be entered on-line via POPY Screen D.)*

- POPY D 1.(COLUMNS 25-32). Enter a CHECK DISTRIBUTION NUMBER. Use the first five positions of Constant One, left justified. **This field is required.**
- POPY D 2.(COLUMNS 52-53). Enter the Unemployment Insurance Account Number prefix, or if none, enter 00.
- (COLUMNS 54-59). Enter the 6 character UNEMPLOYMENT INSURANCE ACCOUNT NUMBER.
- POPY D 3.(COLUMNS 61-68). Enter the 4 character UNEMPLOYMENT INSURANCE INDUSTRY CODE, left justified. If no Industry Code is used, leave blank.

# UPPS 8-W Employee Information (Revised 6-89)

This form contains transactions  
255 Secondary Work States  
240 Personnel Dates  
275 Numeric Pay Constants & Eligibility Dates  
315 Comp Hours  
350 Vacation and Sick Leave Hours

COMPANY NO	36	EMPLOYEE NO	TCD	EMPLOYEE NAME (For Reference)
			1316	
			X	

▲ Change Indicator

SECONDARY TAX CODES												% OF PAY DISTRIBUTION FOR TAXES BETWEEN STATES																
TRANS NO.		ST 2	LOC 2	ST 3	LOC 3	ST 4	LOC 4	ST 5	LOC 5	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	ST 9	ST 10	ST 11	ST 12	ST 13	ST 14	ST 15				
17	19	24	25	28	29	30	33	34	35	38	39	40	43	44	45	47	48	49	51	52	53	55	56	57	59	60	61	63
255																												

START LEAVE DATE		RETURN FROM LEAVE DATE	
TRANS NO.	3839	44	4346
240			

NUMERIC EMPLOYEE PAY CONSTANTS				INSURANCE	
TRANS NO.	MONTHS SICK SERVICE	MONTHS SICK SERVICE	MONTHS SICK SERVICE	INSURANCE	INSURANCE
275	31	52	33	47	53

COMP HOURS BALANCE		COMP HOURS USED	
TRANS NO.	1719203738	44	4346
YTD	315	Y	

VACATION HOURS				SICK LEAVE HOURS			
TRANS NO.	BALANCE	USED YTD	ACCUM YTD	BALANCE	USED YTD	ACCUM YTD	BALANCE
350	28	2930	36	3738	44	4346	52

## 255 TRANSACTION--SECONDARY WORK STATES

IF THE EMPLOYEE WORKS 100% OF THE TIME IN THE SAME LOCALITY, THIS TRANSACTION SHOULD NOT BE COMPLETED. This transaction should only be entered if it is desirable to allocate an employee's taxes between localities and if the percentage of time spent in each locality is consistent from pay period to pay period. *(This information could be entered on-line via POPY Screen C.)*

- POPY C** 1. (COLUMNS 25-26, 30-31, 35-36). Enter, from the "State Code Table" in the State and Local Codes Appendix, the code for any location or locations in which the employee works outside his Primary Location.

**NOTICE THAT:**

- The code for the Primary Location has already been recorded on Transaction 200.
- Provision is made for four additional localities.

- POPY C** 2. (COLUMNS 27-28, 32-33, 37-38). Where applicable, pick the appropriate local code from the State and Local Codes Appendix.

**NOTICE THAT:**

- If a local code differs from the primary local code and the state is the same, the state code must also be entered.

- POPY C** 3. (COLUMNS 45-63). Enter the PERCENTAGE OF TIME the employee will work in each state and location identified. The percentage should be entered with three decimal places (ST 1=State and local entered on 200 Transaction).

If an employee is to be taxed in more than one locality, a 215 Transaction must be entered for each locality. (The 215 Transaction established a tax record.)

A 255 Transaction will automatically allocate the employee's taxes between localities. This would be used in the case of an employee who spends, for example, 60% of his time in one locality and 40% in another. The percentages entered on a 255 Transaction must total 100%. If an employee spends 60% of his time in a locality that is taxed and 40% of his time in a locality that has no local tax, two 215 Transactions should be entered. One of these would establish the local with the tax and the other should be coded as local '00'. (00 indicates that there is no local tax.) The 255 Transaction would then be entered to specify what percentages are allocated to each.

## 240 TRANSACTION--PERSONNEL DATES

*(This information could be entered on-line via POPY Screen A.)*

- POPY A** 1. (COLUMNS 39-44). Enter the date an employee will begin extended leave without pay (maternity leave, education leave, etc.) as month, day, year.

- POPY A** 2. (COLUMNS 46-51). Enter the date an employee returns from extended leave without pay as month, day, year.

## 275 TRANSACTION--NUMERIC PAY CONSTANTS AND ELIGIBILITY DATES

*(This information could be entered on-line via POPY Screen D.)*

1. (COLUMNS 25-31). Leave blank.
- POPY D 2. (COLUMNS 33-39). Enter in Constant Nine the total MONTHS SICK SERVICE. This value will be entered as a two-decimal place number, right justified. For example: 5 months=500.
- POPY D 3. (COLUMNS 41-47). Enter in Constant Ten the total MONTHS STATE SERVICE. This value will be entered as a two-decimal place number, right justified. For example: 5 months=500.
4. (COLUMNS 55-61). Enter the INSURANCE EFFECTIVE DATE.

## 315 TRANSACTION--COMP HOURS

This transaction is used to file maintenance special pays on the Employee Master Record. *(This information could be entered on-line via POPY Screen B.)*

1. (COLUMN 20). Y Indicator. This field contains a code used to indicate which accumulation fields are to be updated.
- POPY B 2. (COLUMNS 38-44). Enter the number of COMPENSATORY HOURS BALANCE to date to be maintained.
- POPY B 3. (COLUMNS 46-52). Enter the number of COMPENSATORY HOURS USED year-to-date to be maintained.

## 350 TRANSACTION--VACATION AND SICK LEAVE HOURS

This transaction is used to maintenance an employee's vacation and sick leave hours. *(This information could be entered on-line via POPY Screen B.)*

- POPY B 1. (COLUMNS 22-28). Enter the current VACATION HOUR BALANCE to date.
- POPY B 2. (COLUMNS 30-36). Enter the number of VACATION HOURS USED this year by the employee.
- POPY B 3. (COLUMNS 38-44). Enter the number of VACATION HOURS ACCUMULATED during the current year.
- POPY B 4. (COLUMNS 46-52). Enter the SICK LEAVE HOURS BALANCE to date.
- POPY B 5. (COLUMNS 54-60). Enter the number of SICK LEAVE HOURS USED this year by the employee.
- POPY B 6. (COLUMNS 62-68). Enter the number of SICK LEAVE HOURS ACCUMULATED during the year.

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UPPS 9-W  
Standard Time Reporting  
Revised 06-01-99

EMPLOYEE NO	TCD	TRANS NO.			SH	AMT	FROM DATE	TO DATE	REGULAR HOURS	OVERTIME HOURS	REGULAR RATE/AMT	OT	OVERTIME RATE/AMT	MARS CODE				FUND	ADJ	TC									
		15	16	17										19	29	30	31				33	36	37	40	43	47	48	51	52
6	15	16	17	19	29	30	31	33	36	37	40	43	47	48	51	52	58	59	60	64	65	68	69	72	73	76	79	80	
		X	700																										
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## 700 TRANSACTION--REGULAR PAY TRANSACTION

### Standard Time Reporting

*(This information can be entered on-line via POT Transaction and viewed on-line via POPY Screen X. After payroll is processed, pay and hours can be viewed on Screen H.)*

1. (COLUMNS 6-16). Enter the person's employee number (Social Security Number).
2. (COLUMN 29). If the employee is set up as variable shift and is to be paid shift differential, enter the appropriate code; otherwise, he will not be paid a shift differential.
  - 2--Paid for second shift
  - 3--Paid for third shift
3. (COLUMN 30). The Amount Indicator is used when both the REGULAR HOURS field and the REGULAR RATE/AMOUNT field have something entered in them. If the Amount Indicator is:
  - BLANK-- The REGULAR RATE/AMOUNT field contains a five-decimal place rate. This rate will be multiplied by the number of REGULAR HOURS to compute the employee's pay.
  - 1-- The REGULAR RATE/AMOUNT field contains a two-decimal place amount. The employee will be paid this amount. The number of hours entered in REGULAR HOURS will be used only for reporting purposes.
4. (COLUMN 31). This field is used to temporarily stop voluntary payroll DEDUCTIONS for this employee.
  - BLANK--Normal deductions will be withheld.
  - 8--No deductions will be withheld.
  - 9--Only retirement and taxes will be withheld.
5. (COLUMNS 33-36). See Chapter 5--On-Leave Employees.
6. (COLUMNS 37-40). See Chapter 5--On-Leave Employees.
7. (COLUMNS 43-47). Enter with two-decimal places the number of REGULAR HOURS which an employee has worked. If it is not entered, the Regular Rate/Amt. field is assumed to contain Regular Pay Dollar Amount. This field should be right justified.
8. (COLUMNS 48-51). Record the number of OVERTIME HOURS worked for any employee who is coded to be eligible for overtime. If hours are not entered, the Overtime Rate/Amt. field is assumed to contain an Overtime Dollar Amount. IF AN EMPLOYEE IS CODED AS NOT TO ALLOW OVERTIME AND OVERTIME HOURS ARE ENTERED, THE TRANSACTION WILL BE DELETED.
9. (COLUMNS 52-58). An entry in this field takes precedence over the Master File. If you wish to enter a rate in this field, it must be entered with five decimal places, right justified. The AMOUNT INDICATOR must be set to blank. Hours must be entered in REGULAR HOURS field. Hours will be multiplied by rate to calculate the employee's pay.

If you wish to enter an amount in this field, it must be entered with two decimal places, right justified. You may, on the same transaction, want to enter hours in the REGULAR HOURS field for reporting purposes. The AMOUNT INDICATOR must be set to '1' if REGULAR HOURS are entered. This '1' will signal the system that the AMOUNT in the REGULAR RATE/AMOUNT field is to be paid to the employee, and the hours in the REGULAR HOURS field are to be passed to Labor Distribution for reporting purposes. This field should be right justified.

10. (COLUMN 59). If OVERTIME HOURS are entered and no OVERTIME RATE/AMT is entered, enter a code of "9" which indicates that overtime 2 rate is to be used. The overtime rates will be taken from Transaction 220.
11. (COLUMNS 60-64). Enter either a rate having three decimal places or an amount having two decimal places, depending upon whether or not overtime hours are entered. If hours are entered, this field is assumed to contain an hourly rate. This rate will override any entered on Transaction 220. If an employee is coded as allowing no overtime (Overtime Status 1 on Transaction 220) and a value is entered, THIS TRANSACTION WILL BE DELETED AND HE WILL NOT BE PAID. This field should be right justified.
12. (COLUMNS 65-76). Enter the appropriate MARS number, if applicable. If not entered, it will default to the number in the Master.  
  
(COLUMNS 65-68) ORG - If the employee will charge hours worked to a different Organization than is in his Master, enter the "new" Organization here. It will be a four character code. Otherwise, leave blank.  
  
(COLUMNS 69-72) PBU - If the employee will charge hours worked to a different Primary budget Unit than is in his Master, enter the "new" PBU here. It will be a four character code. Otherwise, leave blank.  
  
(COLUMNS 73-76) FUND - If the employee will charge hours worked to a different Fund than is in his Master, enter the "new" Fund here. It will be a four character code. Otherwise, leave blank.
13. (COLUMN 79). Not used at this time.

NOTE: Refer to page 5.7 for information pertaining to terminating an employee. The 700 Transaction can only be used for actions occurring within that pay period.

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**Blank:** Take this amount in place of normal deduction amount or take this deduction in "off" pay period.

**4:** Take this amount in addition to the normal deduction.

**-:** Reduce the normal deduction by this amount.



## 8XX TRANSACTION--ONE-TIME ADJUSTMENT OF VOLUNTARY DEDUCTIONS

### One-Time Deductions

This transaction is used to adjust or replace a voluntary deduction. This adjustment or replacement will only affect current regular pay. This transaction will not work if only special pay is received. The deduction must have been established previously in the Employee's Master File (Transaction 225). *(This information can be entered on-line via POT Screen Option 2 and viewed on-line via POPY Screen X. After payroll is processed, can be viewed on Screens K, L, and M.)*

1. (COLUMNS 6-16). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter the code number for the deduction you want to change. Use the deduction number from Transaction 225.
3. (COLUMNS 33-36). See Chapter 5--On-Leave Employees.
4. (COLUMNS 37-40). See Chapter 5--On-Leave Employees.
5. (COLUMNS 52-58). Enter the DEDUCTION AMOUNT of adjustment or replacement. This amount must be entered with two decimal places, right justified.
6. (COLUMN 79). The ADJUSTMENT INDICATOR. Enter one of the following:

BLANK: Take DEDUCTION AMT on this transaction in place of employee's normal deduction amount.  
Use this in the "off" pay period.

+: Take DEDUCTION AMT on this transaction in addition to the normal deduction amount.

-: Decrease normal deduction amount by DEDUCTION AMT on this transaction.

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**SPECIAL PAYS AND TIME REPORTING**

NAME	NUMBER	TRANSACTION NUMBER
Reported Not Collected Tips	01	901
Leave Without Pay	02	902
Holiday Leave	03	903
Vehicle Value	04	904
Expense Allowance	05	905
Voting/Election Leave	06	906
Spousal Military Leave	07	907
Blood Donation Leave	08	908
Military Leave (Paid)	09	909
Comp Earned (Not Paid)	10	910
Comp Pay for Termination	11	911
Block 50 Payments	12	912
Comp Leave	13	913
Special Leave (Governor's Request/Agency-Directed)	14	914
Jury Leave or Court Leave	15	915
Adoption Assistance	16	916
Termination Pay	17	917
Sick Leave (Subject to FICA)	18	918
Taxable Benefits	19	919
Vacation Leave	20	920
Adverse Weather	21	921
Suggestion Award	22	922
Retro Pay	23	923
Weekend Premium	24	924
Second Shift Differential	25	925
Third Shift Differential	26	926
Employee Recognition Award	27	927
Family Leave	28	928
Unauthorized Absence	29	929
Time-and-a-half Comp Time Earned	30	930

*(This information could be entered on-line via POT Screen, Master File Accumulation 2 using the 310 and 345 Transactions and can be viewed on-line via POPY Screen X.)*

NOTE: The check indicator field (COLUMN 32) may be used when you wish to produce a separate check. The following values are valid entries:

0 or BLANK-- This special payment is to be taxed in conjunction with the employee's regular pay and a separate check is not produced.

3-- A separate check is to be produced for this special pay, in addition to the regular pay check.

**901 TRANSACTION--REPORTED NOT COLLECTED TIPS**

*(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '01'.
3. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMOUNT, right justified.
4. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**902 TRANSACTION--LEAVE WITHOUT PAY**

*(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '02'.
3. (COLUMN 30). If the employee is a salaried employee and is coded as a no time card required employee, enter a '4' in this TAX INDICATOR column. Otherwise, leave this column blank.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS not paid as a two-decimal place number, right justified.  
For example:

3½ hours =	350
15 hours 30 minutes =	1550

**903 TRANSACTION--HOLIDAY LEAVE**

This transaction is entered when an employee is absent from his work station with pay on an officially designated state government holiday. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '03'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example:

3½ hours =	350
15 hours 30 minutes =	1550

5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**904 TRANSACTION--VEHICLE VALUE**

This information must be entered on the Payroll/Transactions (POT) Screen or on the UPPS 11-W (Special Payments) Form. It is not entered on PTL. This transaction is entered to report the value of a state-supplied vehicle. On the amount entered, FICA, Federal Tax, State Tax, and Retirement (except for Kentucky Teachers Retirement System) will be withheld. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '04'.
3. (COLUMN 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place amount, right justified.
4. (COLUMN 59). Leave Blank. Do not enter a '1' in column 59.
5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**905 TRANSACTION--EXPENSE ALLOWANCE**

The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information could be entered on-line via POPY Screen W.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '05'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld.
5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
- POPY W 6. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place number, right justified.
7. (COLUMN 59). Enter a '1' (assumes an AMOUNT with two-decimal places.)
8. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**906 TRANSACTION—VOTING/ELECTION LEAVE**

This transaction is entered when an employee takes time to vote or is an election officer. The maximum that an employee may take for voting leave is 4 hours. The maximum that an employee may take for voting and as an election officer is either 7.50 or 8.00 depending on the employee's workweek. If excess hours are entered, the excess time will be converted. The order for the conversion of leave is compensatory, annual and leave without pay and a message will be generated to that effect. (This information can be viewed on-line after payroll is processed via POPY Screen I.)

1. (COLUMNS 6-15). Enter the employee's social security number.
2. (COLUMNS 18-19). Enter PAY NO. '06'.
3. (COLUMN 30). Tax IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number. For example:

$$\begin{aligned} 4 \text{ hours} &= 400 \\ 7 \text{ hours } 30 \text{ minutes} &= 750 \end{aligned}$$

5. (COLUMNS 65-76). If the amount entered is to be charged to an e MARS CODE different from the employee's standard eMARS CODE (P SCREEN IN POPY), enter the code to be charged, otherwise, leave blank.

**907 TRANSACTION—SPOUSAL LEAVE**

This transaction is entered when an employee (at their discretion) takes one day off, with pay, from work when the member is deployed and one day off, with pay, from work when the member returns from deployment. If excess hours are entered, the excess will convert to compensatory, annual and leave without pay, in that order. (This information can be viewed on-line after payroll is processed via POPY Screen I).

1. (COLUMNS 6-15). Enter the employee's social security number.
2. (COLUMNS 18-19). Enter PAY NO '07'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:
 

3½ hours =	350
15 hours 30 minutes =	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to a e MARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**908 TRANSACTION--BLOOD DONATION LEAVE**

This transaction is entered when an employee takes time off to donate blood. The maximum that an employee may take for donating blood is four hours. If more than four hours is entered, the employee will be allowed four hours for donating blood and the excess hours entered will be taken from compensatory time balances, then vacation and then converted to leave without pay, in this order, and a message will be generated to that effect. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '08'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example:
 

3½ hours =	350
15 hours 30 minutes =	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**909 TRANSACTION--MILITARY LEAVE (PAID)**

This transaction is entered when an employee takes time off for military service. The maximum that an employee may take in a Federal fiscal year (October 1 - September 30) for military service is 15 working days or a maximum of 120 hours. If more than the maximum hours is requested for military, the excess hours will be converted to compensatory leave, then vacation leave and then leave without pay. When this leave conversion takes place a message will be generated to that effect. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '09'.
3. (COLUMN 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example:
 

3½ hours =	350
15 hours 30 minutes =	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

## 910 TRANSACTION--COMPENSATORY TIME EARNED STRAIGHT-TIME (NOT PAID)

This transaction is entered when an employee works overtime and hours are to be added to the compensatory time earned. A limit of 240 hours is set on compensatory time accrued. Any hours entered over 240 will generate a report message. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '10'.
3. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS earned as a two-decimal place number, right justified.  
For example:

3½ hours =	350
15 hours 30 minutes =	1550

## 911 TRANSACTION--TERMINATION PAY (COMPENSATORY LEAVE)

This transaction is entered when an employee is terminated and is getting paid for the compensatory time earned. A terminating employee may get paid a maximum of 240 hours. In no instance will an employee be paid more than his compensatory time balance. If 240 hours are entered and the compensatory time balance is less than 240, the employee will be paid for the hours that are in the compensatory time balance and a message will be generated. If more than 240 hours are entered, the employee will be paid for the hours in his compensatory time balance, up to a maximum of 240. The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '11'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION INDICATOR. Enter a 7 indicating that retirement, taxes and deferred comp are to be withheld. Enter a 9 indicating that retirement and taxes are to be withheld.

**NOTE:** YOU WILL NEED TO KEY IN THE AMOUNT OF DERERRED COMP ON THE "K" SCREEN. REMEMBER THE SYSTEM WILL NOT PROCESS THIS TRANSACTION IF THE EMPLOYEE DOES NOT RECEIVE AT LEAST A \$5.00 NET CHECK SO KEY THESE TRANSACTIONS IN EARLY ENOUGH TO CHECK YOUR EDTIS BEFORE WE RUN PAYROLL.

5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
  6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example:
- |                       |      |
|-----------------------|------|
| 3½ hours =            | 350  |
| 15 hours 30 minutes = | 1550 |
7. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.



**912 TRANSACTION--BLOCK 50 PAYMENTS**

This transaction is entered when someone is paid for a block of 50 hours compensatory time. It is assumed that this employee meets eligibility requirements. The only System requirement is that a person has a comp balance of at least 151.00 hours. If he meets the above requirement, he will be paid 50 hours and his comp balance will be reduced by that amount. If the employee does not have the minimum balance of 151.00 hours, the transaction will be rejected with an error message. The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '12'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION INDICATOR. Enter a 7 indicating that retirement, taxes and deferred comp are to be withheld. Enter a 9 indicating that retirement and taxes are to be withheld.

**NOTE:** YOU WILL NEED TO KEY IN THE AMOUNT OF DEFERRED COMP ON THE "K" SCREEN. REMEMBER THE SYSTEM WILL NOT PROCESS THIS TRANSACTION IF THE EMPLOYEE DOES NOT RECEIVE AT LEAST A \$5.00 NET CHECK SO KEY THESE TRANSACTIONS IN EARLY ENOUGH TO CHECK YOUR EDTIS BEFORE WE RUN PAYROLL.

5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:
 

3½ hours =	350
15 hours 30 minutes =	1550
7. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**913 TRANSACTION--COMPENSATORY LEAVE**

This transaction is entered when someone takes time off and wants it taken from his compensatory balance. If there is no comp balance available or not enough to cover the hours that were taken off, the system will use what comp balance is available. The hours that could not be taken from the comp balance will be taken from the vacation balance. If there are not enough hours in vacation balance to honor this request, the system will use what is available. Any hours that could not be taken from comp or vacation will be leave without pay. Anytime that this conversion process takes place, a message is generated. The message will state that there was insufficient accrual of comp leave and it was converted to either vacation or leave without pay. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '13'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:

3½ hours =	350
15 hours 30 minutes =	1550

5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

### **914 TRANSACTION--SPECIAL LEAVE (GOVERNOR'S REQUEST/AGENCY-DIRECTED)**

This transaction is entered when an employee is absent from his work station under the order of the Governor or at the direction of his agency; for example, when inclement weather forced the closing of state office buildings. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '14'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:  

3½ hours =	350
15 hours 30 minutes =	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

### **915 TRANSACTION--JURY LEAVE OR COURT LEAVE**

This transaction is entered when an employee is absent from his official work station because he is required by subpoena to serve in any court as a juror. This leave includes necessary travel time.

This transaction is required to be entered when an employee is absent from his official work station because he has been required by subpoena to appear in any court as a witness except where the employee himself or a member of his family is a party plaintiff in court action. Such leave shall include necessary travel time. *(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '15'.
3. (COLUMNS 30). TAX IND. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:  

3½ hours =	350	15 hours 30 minutes =	1550
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5. (COLUMNS 65-76). If the amount entered is to be charged to an eMARS CODE different from the employee's standard eMARS code, enter the code to be charged. Otherwise, this field may be left blank.

**916 TRANSACTION--ADOPTION ASSISTANCE**

This transaction is required to be entered when an employee has an approved reimbursal form for eligible adoption assistance. This amount is only taxable for FICA. This transaction must be entered on POT. The system will charge this transaction to E174 minor object code.

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '16'.
3. (COLUMN 31). DEDUCTION INDICATOR. Enter an '8', indicating that only taxes (Social Security/Medicare) are to be withheld.
4. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
5. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place number, right justified.
6. (COLUMN 59). AMT. Enter a '1' (assumes an amount with two-decimal places.)
7. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

**917 TRANSACTION--TERMINATION PAY (ANNUAL LEAVE)**

The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '17'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION INDICATOR. Enter a 7 indicating that KTRS, taxes and deferred comp are to be withheld. Enter an 8 indicating that only taxes are to be withheld. Enter a 9 indicating that KTRS and taxes are to be withheld.

**NOTE:** YOU WILL NEED TO KEY IN THE AMOUNT OF DERERRED COMP ON THE "K" SCREEN. REMEMBER THE SYSTEM WILL NOT PROCESS THIS TRANSACTION IF THE EMPLOYEE DOES NOT RECEIVE AT LEAST A \$5.00 NET CHECK SO KEY THESE TRANSACTIONS IN EARLY ENOUGH TO CHECK YOUR EDTIS BEFORE WE RUN PAYROLL.

5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced.
6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS to be paid as a two-decimal place number, right justified. For example: 3½ hours= 350      15 hours 30 minutes= 1550
7. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

**HELPFUL HINTS:** Check table for maximum amount of annual leave an employee can carry forward:

<u>Months of Service</u>	<u>7.50 Hour Employee</u>	<u>8.00 Hour Employee</u>
0-59 months	225 Hours	240 Hours
60-119 months	277.50 Hours	296 Hours
120-179 months	337.50 Hours	360 Hours
180-239 months	390 Hours	416 Hours
240 months and over	450 Hours	480 Hours

**NOTE:** Because the vacation (annual leave) is not accrued until after the second pay period of the month, termination pay cannot be paid until after the end of the month in which the termination occurs. If an employee was in fact eligible to accrue annual and sick time, the payroll officer would not know it until the next month. Therefore, his termination pay could not be processed until the following month.

### 918 TRANSACTION--SICK LEAVE (SUBJECT TO FICA)

This transaction is entered when someone takes time off and wants it taken from his sick balance. If there is no sick balance available or not enough to cover the hours that were taken off, the system will use what sick balance is available.

The hours that could not be taken from the sick balance will be taken from the comp balance. If there are not enough hours in the comp balance to honor this request, the system will use what is available. If there were not enough hours in the sick balance and comp balance to honor this request, the system will take hours from the vacation balance. If the system still does not find enough hours to honor the request, the hours that were not available will be charged to leave without pay. Anytime this conversion process takes place, a message will be generated, stating that there was insufficient accrual to cover the request for leave and that the hours were converted to either compensatory, vacation or leave without pay in this order. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '18'.
3. (COLUMN 30). TAX INDICATOR. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example:  

3½ hours =	350
15 hours 30 minutes =	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

### 919 TRANSACTION--TAXABLE BENEFITS

This transaction is entered to report the amount of meal reimbursement, tuition assistance and court reporting fees. FICA, Federal Tax, State Tax and Retirement will be withheld. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '19'.
3. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMOUNT as a two-decimal place amount, right justified.
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

**920 TRANSACTION--VACATION (ANNUAL) LEAVE**

This transaction is entered when someone takes time off and wants it taken from his vacation balance. If there is no vacation balance available or not enough to cover the hours that were taken off, the system will use what vacation balance is available. The hours that could not be taken from the vacation balance will be taken from the comp balance. If there are not enough hours in the comp balance to honor this request, the system will use what is available. Any hours that could not be taken from vacation and/or comp will be leave without pay. Anytime this conversion process takes place, a message is generated. The message will state that there was insufficient accrual of vacation leave and it was converted to either comp or leave without pay. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '20'.
3. (COLUMN 30). TAX INDICATOR. Enter a '4' for a salaried employee; leave blank for an hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example:
 

3½ hours=	350
15 hours 30 minutes=	1550
5. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

**921 TRANSACTION--ADVERSE WEATHER LEAVE**

A 921 transaction entered on PTL is a positive number of hours. It is the number of hours the employee used due to Adverse Weather.

When an employee makes up the time, it must be entered on the POT screen. This will be a negative number.

Therefore, if an employee does not get entered through PTL, then the positive 921 to show the number of hours to be made up must be entered on a 345 transaction which is on the Master File Accumulations No 2, and can be entered on the POT files also.

The PERUPPDQ report is available on RDS/Document Direct. This report is available after every payroll cycle. It will show the balance of the time to be made up. It will be up to the Payroll Officer to know when the four (4) month grace period is over. This period refers to the time period from the first qualifying incident. At the end of this grace period the payroll officer will convert any 921 balance to leave or LWOP.

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '21'.
3. (COLUMN 30). TAX INDICATOR. Enter a '4' for salaried employee. Leave blank for hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.

**922 TRANSACTION--SUGGESTION AWARD**

The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '22'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld.
5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced, in addition to the regular paycheck.
6. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place number, right justified.
7. (COLUMN 59). AMT. Enter a '1' (assumes an amount with two-decimal places.)
8. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank..

**923 TRANSACTION--RETRO PAY**

*(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '23'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION INDICATOR. Enter a '9', indicating that taxes and retirement are to be withheld; or leave blank, indicating that normal deductions for this pay period are to be withheld.
5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced, in addition to the regular paycheck.
6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified, to the nearest tenth. For example:
 

3½ hours=	350
15 hours 30 minutes=	1550

## 7. (COLUMNS 52-58). SPECIAL PAY RATE AMOUNT. Hourly Employees:

- A. If retro pay is a result of a rate increase, enter the amount of hourly increase to 5 decimal places.
- B. If retro pay is a result of wages earned in a prior pay period, enter the hourly rate for the pay period in which the wages were earned.

## (COLUMNS 52-58). SPECIAL PAY RATE AMOUNT. Salaried Employees:

- A. If retro pay is a result of a rate increase, obtain the amount of semi-monthly rate increase, divided by pay period hours and enter the calculated hourly rate to five decimal places.
- B. If retro pay is a result of wages earned in a prior pay period, obtain semi-monthly rate for pay period wages when earned, divided by number of pay period hours, enter the hourly rate to five decimal places.
- OR Enter the amount of retro pay as a 2 decimal place flat amount. (Hours are not necessary if a 2 decimal place amount is entered.)

## 8. (COLUMN 59). AMOUNT. When information is entered in COLUMNS 52-58, this column must indicate whether an amount or rate was entered previously.

Zeros or Blank—Assumes the field contains a rate with five decimal places.

AMT: 1— Assumes an amount with two decimal places

## 9. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

**BE SURE TO DO A RETRO NOTIFICATION EITHER ON-LINE (see Page 8.38.B) OR MANUALLY (see Page 8.38.C).**

### 924 TRANSACTION—WEEKEND PREMIUM

The taxing on this pay will be standard. This transaction is used if the employee is in an approved position and set up by Personnel Action (P-1) on the payroll system. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '24'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld or leave blank if combined with regular check.
5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced, in addition to the regular paycheck or leave blank if combined with regular check.
6. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified. For example: 3½ hours=350      15 hours 30 minutes=1550
7. (COLUMN 59). AMT. Leave blank.
8. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

## ===== PAYROLL MENU SCREEN =====

TPFQ

pepop001

SELECT ONE OF THE FOLLOWING: -

- 1 - PAYROLL INFORMATION (POPY)
- 2 - PAYROLL TIME AND LABOR (PTLE)
- 3 - PAYROLL/PERSONNEL SECURITY (POP2)
- 4 - PAYROLL TRANSACTIONS (POT)
- 5 - CREDIT UNION SYSTEMS
- 6 - P1 LISTING
- 7 - SUPPLEMENTAL PAYROLL NOTIFICATION
- 8 - TEACHERS RETIREMENT
- 9 - PERSONNEL MENU
- A - MANUAL PAY TRANSACTIONS
- B - RETRO PAYMENT / OVERTIME NOTIFICATION FORM
  
- R - RIDER - HMO
- ? - THE NEWS
  
- X - EXIT THE SYSTEM

ENTER = PROCEED PF3/15 = EXIT

## ===== RETRO PAYMENT / OVERTIME NOTIFICATION FORM =====

MPOP047

COMPANY NO:                      SSN:                      NAME:

PAY AMT:                      SPECIAL PAY NO:                      OT HOURS:

LEAVE HOURS:                      ANNUAL:                      COMP:

PAYPERIOD ENDING:                      RESIGN DATE:

                    (DATE FORMAT: MMDDYYYY)

PAYROLL:                      (R: REG OR S: SUPPS)

REASON:                      (A REASON FOR RETRO-PAYMENT MUST BE ENTERED.)

U=UPDATE D=DELETE  
A=ADD I=INQUIRE

PF1/PF13=MENU END=PF3/PF15 CLEAR=NEW SCREEN

MODE=



**PERSONNEL CABINET  
MANUAL RETRO PAYMENT / OVERTIME NOTIFICATION FORM**

Company Number: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name: \_\_\_\_\_

Pay Amount: \_\_\_\_\_ Special Pay No: \_\_\_\_\_ OT Hours: \_\_\_\_\_

Leave Hours: Annual: \_\_\_\_\_ Comp: \_\_\_\_\_

Payperiod Ending: \_\_\_\_\_ Resign Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payroll: (circle one) Regular or Supplemental

Reason: (A reason for retro-payment must be entered.) \_\_\_\_\_

Company Number: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name: \_\_\_\_\_

Pay Amount: \_\_\_\_\_ Special Pay No: \_\_\_\_\_ OT Hours: \_\_\_\_\_

Leave Hours: Annual: \_\_\_\_\_ Comp: \_\_\_\_\_

Payperiod Ending: \_\_\_\_\_ Resign Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payroll: (circle one) Regular or Supplemental

Reason: (A reason for retro-payment must be entered.) \_\_\_\_\_

MAIL TO: Personnel Cabinet  
Payroll Branch  
Room 535, 5th Floor  
200 Fair Oaks Lane  
Frankfort, KY 40601

OR FAX TO: (502) 564-5826

ATTENTION: Jo Ann McAlister

**925 TRANSACTION--SECOND SHIFT DIFFERENTIAL**

This transaction is used when a person with a shift differential uses leave time, and is to be paid the second shift differential rate. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '25'.
3. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld.
4. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced, in addition to the regular paycheck.
5. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example: 3½ hours=350      15 hours 30 minutes=1550

**926 TRANSACTION--THIRD SHIFT DIFFERENTIAL**

This transaction is used when a person with a shift differential uses leave time, and is to be paid the third shift differential rate. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '26'.
3. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld.
4. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced, in addition to the regular paycheck.
5. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right justified.  
For example: 3½ hours=350      15 hours 30 minutes=1550

**927 TRANSACTION--EMPLOYEE RECOGNITION AWARD**

The taxing on this pay will be 27.50% Federal Tax and 6% State Tax. *(This information can be viewed on-line after payroll is processed via POPY Screen J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '27'.
3. (COLUMNS 30). TAX INDICATOR. Enter a '5', indicating that Local Taxes should be withheld according to percentages in Employee Master Record.
4. (COLUMN 31). DEDUCTION IND. Enter a '9', indicating that taxes and retirement are to be withheld.
5. (COLUMN 32). CHECK INDICATOR. Enter a '3', indicating that a separate check is to be produced, in addition to the regular paycheck.
6. (COLUMNS 52-58). Enter the SPECIAL PAY RATE AMT as a two-decimal place number, right justified.
7. (COLUMN 59). AMT. Enter a '1' (assumes an amount with two-decimal places.)

8. (COLUMNS 65-76). If the amount entered is to be charged to a MARS CODE different from the employee's standard MARS code, enter the code to be charged. Otherwise, this field may be left blank.

### 928 TRANSACTION--FAMILY LEAVE

This transaction is entered when an employee is on family leave without pay. Use of family leave will generate the state's payment for health and life insurance premiums. *(This information can be viewed on-line via POPY Screen J.)*

The modification to handle the reporting of paid leave and Family and Medical leave together has been completed. Effective April 1, 1996, if the employee is on paid FMLA leave, you should enter both the 918 or 920 (either sick leave or annual leave) and the 928 FMLA leave for the hours the employee is off. The system will process the 928 for reporting purposes, and to monitor the YTD hours. The hours for 928 will show on Report 10.

If the employee is on unpaid FMLA leave, you should enter both a 902 LWOP and a 928 FMLA for the leave time. The system will use the 928 as the indicator to pay the state benefits, and will also capture the hours for reporting and YTD monitoring.

PTL has been modified to handle the dual reporting without producing a balancing error. It is critical that both the 928 and the other leave transaction (902, 918 or 920) are entered for correct payment processing and monitoring of YTD tracking.

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '28'.
3. (COLUMN 30). TAX INDICATOR. Enter a '4' for a salaried employee. Leave blank for hourly employee.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS taken as a two-decimal place number, right-justified.

### 929 TRANSACTION--UNAUTHORIZED ABSENCE

*(This information can be viewed on-line after payroll is processed via POPY Screen I.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '29'.
3. (COLUMN 30). If the employee is a salaried employee and is coded as a no time card required employee, enter a '4' in this TAX INDICATOR column. Otherwise, leave this column blank.
4. (COLUMNS 43-47). Enter the SPECIAL PAY HOURS not paid as a two-decimal place number, right justified. For example: 3½ hours = 350 15 hours 30 minutes = 1550

### 930 TRANSACTION--TIME-AND-A-HALF COMP TIME EARNED

This transaction is entered when an employee works overtime and has elected 1.5 compensatory time (code 2 in overtime status). *(This information can be entered on-line via PTL or Payroll Transaction screen. After payroll is processed, can be viewed on-line via POPY Screens B and J.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter PAY NO '30'.
3. (COLUMNS 43-47). SPECIAL PAY HOURS. Enter the overtime hours worked as a two-decimal place number, right justified. For Example: 4½ hours = 450.

The system will automatically calculate 1.5 x the amount of overtime hours worked.

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## BFM TRANSACTION-FILE MAINTENANCE

### Batch File Maintenance

This transaction is used to delete transactions from the Pending File. This transaction may be used to delete either a single transaction or a group of transactions. *(This information could be entered on-line via POPY Screen X and the Payroll Transaction Screen.)*

1. (COLUMNS 6-15). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 20-25). Enter the ENTRY DATE for the transaction(s) to be deleted. If this field is left blank the sequence number fields must also be left blank and transactions will be deleted without regard to date of entry or sequence numbers.
3. (COLUMNS 26-32). Enter the SEQUENCE NUMBER of the transaction(s) that are to be deleted. This field must be greater than zero if the Entry Date field is greater than zero. If the Employee Number field is not entered, this sequence number makes up the low end of the range to be deleted.
4. (COLUMNS 33-39). Enter high end of SEQUENCE NUMBERS to be deleted. If blank or zero and sequence number 1 greater than zero, sequence number 1 will be moved in.
- POPY X 5. (COLUMNS 40-42). Enter the TRANSACTION CODES to be deleted. If left blank, the transactions either for an employee or a company will be deleted without regard to the Transaction Code field. To delete all pending transactions for a company, enter "\*\*\*\$".
6. (COLUMNS 43-48). Leave this field blank.

